

**Space Family Education, Inc.
Board of Director's Open Meeting**

Director Report

Staffing

Resignations:

None

New Hires:

No report

Other:

Ms. Hirning is planning to hire one, maybe two, teachers to help with summer camp this year. As in past years, Ms. Hirning is planning to use Ms. Sharisse, Ms. Jamie, and Ms. Vanessa for summer camp also, and will have substitutes in their places. Ms. Hirning will notify parents of those affected by this plan.

Operations

Facility:

No report

Special Events:

This Friday the children will plant bulbs and flowers in the front. The parents will add mulches on Parents Workday.

Parents Workday is moved to April 12th. Mr. Kelley (playground committee chairperson) and others will plan to build a drama center/stage for the playground. Ms. Hirning wanted to get the word out on the Parents Workday to muster up participations from parents. Other items for the Workday include covers for the sands in the sandboxes and fixing up the shade covers on the sandboxes.

Teacher appreciation week is May 12th -15th.

Other:

Mr. Nguyen reported that the members were not notified about the summer camp registration by email, only by the webpage and on JSC Today. Mr. Nguyen is generating an email distribution list for future communication with members.

Ms. Hirning reported that the NASA transportation people is having problem finding a bus for us to lease for the summer. A question was asked by one or more Board members why we have to go through the NASA transportation people. Ms. Gomez suggested checking with local school districts (e.g. CCISD) to see if they would lease us one of their school

buses for the summer. Ms. Hirning will check with CCISD about a bus, and will report back next month.

Committees Report

Education Curriculum

Ms. Hirning reported that she is looking into a new (or additional) curriculum for the Center. The new curriculum would have something for infants and toddlers, which the current A-Beka curriculum does not have (only from Twos through Kindergarten). Ms. Hirning believed that this new curriculum is better than the current A-Beka curriculum for the Twos and Threes range also, and planed to replace the A-Beka with this for this age group. She would keep the A-Beka curriculum for the Pre-K and Kindergarteners because it is better there, and might use the new curriculum in addition to the A-Beka. Ms. Hirning reported that the total cost for the first year would be about \$2700, with new materials sent to us every month. She planed to sign up only for the first years and to reuse (photocopy) the materials for later. Ms. Hirning proposed that the Center could pay \$1000 and collect the rest from parents from a curriculum fee. The Board requested more details on costs and the program from Ms. Hirning, and believed that the Center may be able to afford the full cost. Ms. Garcia will review the budget to determine whether we could afford the \$2700 cost.

Playground

No report

Newsletter and Webpage

Ms. Hirning has the action to get in touch with Mr. Crucian regarding time for a newsletter.

Room-1

No report from the room. Ms. Hiring reported that she would send out an email to parents in the room not to let older siblings run around in the room. This is a fix to a problem that was reported last month.

Room-2

One parent expressed concern about the formality and/or the lack of information regarding the email asking for an emergency care kit for each room. Ms. Hirning reported that it was just her idea about having an emergency kit (extra snacks, extra water, flashlight, first aid kit, etc...) for EACH room so that the teachers and children may take it with them if they have to take shelter in centrally located room (closet, bathroom, etc... not their normal classrooms).

This issue/item was further discussed in the 'Walk-ons' section.

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

It was reported that the ‘practice drill’ to exercise the contact list did not go so well. Some room captains did not have the room contact list with them at the time of the drill. Ms. Hirning said that we would do it again with better instruction to room captains/alternates. Mr. Nguyen asked not to have the drill right away because he wanted to help Ms. Nancy fixing up the Center’s contact information list and distribute it to room captains/alternates.

It was suggested that the teachers might let the room captains know how many children are present, and to make sure all the room captains and alternates know how to conduct the exercise.

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis asked Board Members how should we prioritize the Kindergarten waitlist whenever we will have two Pre-K rooms merging into one Kindergarten. Ms. Lewis asked whether the priority should be the same as the Center waitlist (i.e. NASA then Contractor) or to allow some seniority preference? Ms. Lewis will put together a proposal for the Board to vote on.

Ms. Lewis reported that she would need to work with Ms. Hiring to update/renew the evacuation policy for the Center (e.g. renew agreement with local organizations where we use their facilities as a designated evacuation site)

Treasurer (Laurie Garcia)

Ms. Garcia handed a preliminary financial report for February. She reported that everything looks pretty good. The kitchen expense is within budget. She reported that the total teacher salary is low because we did not hire a replacement for Ms. Marion and that Ms. Brooke is no longer on the payroll.

Ms. Garcia reported that she is working on next year budget and that she would try to schedule a budget meeting soon.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he had sent thank you letter to those contributed to the Center via the 2002 Combined Federal Campaign (CFC) program.

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

Ms. Gomez reported that she has filed our application for the 2003 CFC. She also filed and sent in our tax.

SFEI Members Report

Walk-ons

Regarding the email requesting parents to put together the emergency kits, one parent thought the email was very informal and lacked any explanation. Because of it, parents had lots of questions. The parent suggested that such notices should be more formal.

Ms. Hirning explained that after a practice drill, she thought that an emergency kit would be an extra nice thing for kids since they may have to take shelter in the bathrooms, computer room, or the closet (centrally located room for shelter), and may not have access to the kitchen or other items that they normally would have in their rooms.

Old Business

None

New Business

No report

The next meeting will be April 17, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM